

VACANCY ANNOUNCEMENT

Announcement No. 004/2014

OPEN TO: All Interested Candidates.

POSITION: POLITICAL/ECONOMIC SPECIALIST

OPENING DATE: March 26, 2014

CLOSING DATE: April 11, 2014

WORK HOURS: Full-Time: 40 hrs. per week

SALARY: Not-Ordinarily Resident (NOR): US\$56,323 p.a. (Starting salary)
(Position Grade: FP-5/5 to be confirmed by Washington)

Ordinarily Resident (OR): Euro 23,303 p.a. (Starting salary)
(Position Grade: FSN-10)

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN MALTA AND HAVE THE REQUIRED WORK AND RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Malta is seeking an individual for the position of Political/Economic Specialist.

BASIC FUNCTIONS OF POSITION:

Incumbent works under the direct supervision of the Political/Economic-Commercial Officer and manages the day-to-day activities of the Political and Economic-Commercial section. The Political/Economic Specialist follows, analyzes, reports, and advises senior Embassy officials - including Ambassador and DCM - on political, economic, and commercial issues. Incumbent also facilitates Embassy officials' contact with high-level host country contacts and is expected to spend a significant portion of his/her time on political reporting and developing/maintaining political contacts.

QUALIFICATIONS REQUIRED:

Note: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. Completion of a Bachelor's Degree in any of the following, or similar fields: Business Administration, History, International Studies, International Relations, Journalism, Law, Political Science, Public Administration.
2. Previous Work Experience: Five years of progressively responsible experience in business, finance, government, journalism, or academia, with an emphasis on research and analysis.

3. Language Requirement: Level IV (fluent) English, and level III (Good working knowledge) Maltese is required.
4. Other criteria: An in-depth knowledge of, and established contacts with, the local political, economic, and commercial organizations and their leadership.
5. Other skills: Ability to quickly establish a network of contacts with Maltese government and private sector officials at the upper management levels. Ability to prepare accurate and well-written analytical reports. Computer literacy and knowledge of word-processing and spreadsheets in a Windows environment.
6. Interpersonal skills: It is essential that the job holder knows how to deal and negotiate with people, both over the phone and in person, in a professional, courteous and efficient manner.

ADDITIONAL CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summery Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

SELECTION PROCESS:

An Employment Committee will make the final selection.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); OR
2. a current resume or curriculum vitae that provides the same information as the UAE, OR
3. A combination of both: i.e. Sections 1-24 of the UAE along with a listing of applicant's work experience attached as a separate sheet, PLUS
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

vallettahro@state.gov

POINT OF CONTACT

Name Joseph Gatt
Telephone: 2561 4112

CLOSING DATE FOR THIS POSITION: April 11, 2014

The US Mission in Valletta provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

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1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident
(Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References